

Business Management and Administrative Services

LESSON PLANS

INTRODUCTION

In June 2003, the Arizona Department of Education/Career & Technical Education Division, through the CTE Industry Update program, sponsored a unique professional development activity. Participants were the business teachers from school districts in the BMAS pilot program during the 2002-2003 school year, and business teachers whose districts agreed to adopt the Business Management and Administrative Services curriculum in the 2003-2004 school year. The unique activity was a tour of three high-performing businesses located in the Phoenix area. The participants toured the Mayo Clinic Hospital, Nordstrom's, and the Ritz-Carlton hotel.

The purpose of these workplace visits was to offer the teachers an opportunity to: (1) Observe the practices and processes specific to "high-performing" businesses. (2) Note the recent changes in management, organization and the use of technology in these businesses, and (3) Gather information about how academic and employability skills are used in the workplace.

The desired outcomes of this activity were several: (1) Update the teachers' knowledge, thereby improving their teaching content. (2) Lesson plans: during these tour days the teachers were encouraged to develop learning activities for their students. (3) Teamwork/sharing: dedicated meeting time was scheduled to allow the teachers to work together with their colleagues in developing lesson plans based upon the information gained during the tours.

The teacher/participants were provided a lesson plan template and asked to incorporate the BMAS competencies in their plans. They worked during group sessions to develop lesson plans, which they presented at the closing luncheon. Additionally, the participants were asked to develop individual lesson plans, based on these business tours. The lesson plans presented here represent the results of the teacher's group and individual work.